

HEALTH AND SAFETY AT WORK ETC. ACT 1974

# HEALTH AND SAFETY POLICY



**Professional Fire Systems and Projects Limited**  
**116 Springfield Avenue**  
**Brough**  
**East Yorkshire**  
**HU15 1BY**

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## **SAFETY POLICY STATEMENT**

The Company is aware that control of health and safety in its operations and arising out of its work activities is an essential function of good management which leads to efficient operations, the protection of its workforce and the quality of its work.

It is the Company's policy to give a high priority to the health and safety of all its employees in their working environment.

The Company is committed to providing, so far as is reasonably practicable, a place of work that is safe and without risk to the health and welfare of all our employees, sub-contractors and any other persons including members of the public.

Whilst accepting the responsibilities imposed by the Health and Safety at Work etc. Act 1974 and all relevant Regulations made under them it is the Company's intention to be self regulating.

This objective can only be realised through clearly defined safety responsibilities and suitable arrangements designed to reinforce the General Statement of Policy.

The specific objectives of the Company are:-

1. TO SAFEGUARD EMPLOYEES AND ENSURE SAFE WORK METHODS AND WORK AREAS AND THEREBY REDUCE INJURIES, ACCIDENTS AND DAMAGE TO PROPERTY.
2. TO MAINTAIN AN UP-TO-DATE KNOWLEDGE OF RELEVANT LEGISLATION, CODES OF PRACTICE AND TECHNICAL DEVELOPMENTS IN CONNECTION WITH THE COMPANY'S OPERATIONS.
3. TO ENSURE THAT ALL EMPLOYEES KNOW AND UNDERSTAND THEIR RESPONSIBILITIES TO THEMSELVES AND TO OTHERS IN RESPECT OF HEALTH AND SAFETY MATTERS.
4. TO IDENTIFY AND TAKE MEASURES TO SAFEGUARD EMPLOYEES FROM ANY POTENTIAL HAZARD TO SAFETY OR HEALTH, RESPECTIVE TO THEIR PLACE OF WORK.
5. TO MAINTAIN PROPER PROVISIONS FOR FIRE PRECAUTION, FIRE FIGHTING AND SYSTEMS FOR EVACUATION IN THE EVENT OF AN EMERGENCY.

- 6. TO INSIST THAT SAFETY INSPECTIONS ARE CARRIED OUT AND THAT SAFETY SYSTEMS AND PROCEDURES ARE FOLLOWED.
- 7. TO PROVIDE INDUCTION SAFETY TRAINING FOR ALL NEW ENTRANTS (INCLUDING THOSE STARTING ON A NEW SITE) AND TO IDENTIFY, SYSTEMATICALLY, TRAINING NEEDS FOR ALL LEVELS OF EMPLOYEES IN THE AREAS OF HEALTH AND SAFETY AND TO DESIGN TRAINING PROGRAMMES TO MEET THESE NEEDS.
- 8. TO PROVIDE APPROPRIATE MEDICAL AND RELATED FACILITIES TO SAFEGUARD THE HEALTH AND WELFARE OF ALL EMPLOYEES.
- 9. TO PROVIDE SUCH WELFARE FACILITIES AS ARE REASONABLE, HAVING REGARD TO THE SIZE AND NATURE OF THE COMPANY.
- 10. TO UNDERTAKE RISK ASSESSMENT FOR ALL ACTIVITIES AND TO INFORM EMPLOYEES OF THE RESULTS.
- 11. TO RE-APPRAISE AND UP-DATE THE HEALTH AND SAFETY POLICY AS AND WHEN NECESSARY FOLLOWING LIAISON WITH HEALTH AND SAFETY CONSULTANTS. COMMUNICATION OF ANY SUCH CHANGES WILL BE MADE TO ALL EMPLOYEES.



Signed .....  
 PHIL STENHOUSE (DIRECTOR)

20/05/2019

Date .....



Signed .....  
 MICHAEL HUTCHINSON (DIRECTOR)

20/05/2019

Date .....

[FOR AND ON BEHALF OF PROFESSIONAL FIRE SYSTEMS AND PROJECTS LIMITED]

## **ORGANISATION AND RESPONSIBILITIES**

The ultimate responsibility for health and safety lies with the management, but, to be practical, duties have to be delegated. In this respect certain individuals have been allocated specific responsibilities and are required to monitor performance and activities of subordinates to ensure that the acceptable standards are maintained. The following list identifies predominant persons within the Company, followed by their specific duties:

Phil Stenhouse	Director
Michael Hutchinson	Director
Alan Walker	Engineering Supervisor
Paul Burnett	Project Co-ordinator

*In addition, the following personnel have specific duties, related to health and safety:*

Paul Burnett	Health and Safety (Operational responsibility for implementation of the Policy)
Ian Robertson	Health and Safety Advisor (Northern Safety Management Limited)

### **The DIRECTORS will:**

- a) Accept ultimate responsibility for ensuring that compliance with all statutory responsibilities, and the objectives of the Health and Safety Policy, are met.
- b) Monitor the effectiveness of the Policy on a continual basis and institute any necessary changes. The Policy will be reviewed on an annual basis, unless circumstances dictate otherwise.
- c) Promote safe working practices among Company employees.
- d) Familiarise themselves with the requirements of the Health and Safety Policy and actively promote safety on site.
- e) Maintain an up to date knowledge of legislation and Codes of Practice as they affect the Company's activities, and ensure they are adhered to and observed on site, as required.
- f) Implementing and ensuring all levels of staff receive adequate and appropriate training, as necessary.

- g) Ensure that any statutory inspections necessary are carried out as required and appropriate records maintained.
- h) Provide suitable and sufficient protective clothing/equipment for employees as required.
- i) Ensure that every incident, however small, has been reported in the accident book.
- j) Ensure that all accidents/injuries and/or dangerous occurrences are investigated and reported on, as they affect the Company's activities, using the laid down Reporting Procedure. Proper investigation and costing of injury damage and/or loss should be instituted.
- k) Arrange health surveillance where risks cannot be completely eliminated in the workplace. This includes any matter ensuing from handling hazardous substances, including contact with the eyes, skin or by ingestion; hazards resulting from hand-arm vibration, in using pedestal grinders, etc.; the effects of induced deafness, etc.
- l) Co-operate with and act upon, any requirement of the Health and Safety Executive, Environment Health Officer or appropriate body as far as is reasonably practicable.
- m) Be prepared to reprimand any member of staff who fails to discharge his/her duties satisfactorily the responsibilities allocated to them.
- n) Instigate liaison with external accident prevention organisations and encourage the distribution of pertinent information throughout the Company.
- o) Arrange for adequate funds, facilities and resources to meet the requirements of this Policy, as necessary, and to ensure that legal obligations for health and safety are met.
- p) Meet with the Health and Safety Advisor, as and when necessary, to review health and safety arrangements within the Company and to consider changes in policy, as necessary.

**The ENGINEERING SUPERVISOR/PROJECT CO-ORDINATOR will:**

- a) Familiarise themselves with the requirements of the Health and Safety Policy and actively promote safety on site.
- b) Promote safe working practices among Company employees.
- c) Ensure that safe access to and egress from all places of work are provided and maintained in a safe condition at all times.
- d) Set a personal example in the workplace by wearing appropriate personal protective clothing/equipment, as directed.
- e) Check that all machinery and plant, including power and hand tools are maintained in good order.
- f) Be prepared to listen to any constructive comment which might improve health and safety standards.
- g) Know the broad requirements of health and safety legislation and Codes of Practice, as they affect the activities of the Company.
- h) Be aware that total compliance with the regulations does not prevent accidents and to exercise their powers of observation and initiative to recognise any potentially dangerous situation.
- i) Give all operatives precise instructions on their responsibilities for correct working methods and to see that they do not permit persons (particularly apprentices and young persons) to take unnecessary risks.
- j) Set a personal example on site visits by wearing appropriate PPE.

**The HEALTH AND SAFETY ADVISOR will be responsible to the Company for the following:**

- a) Keeping the Company informed in respect of best current practice, equipment development, hazard recognition and changes in legislation.
- b) Liaising with the various regulatory authorities on matters related to health and safety at work, if necessary.
- c) Monitoring, auditing and reviewing the Policy and procedures in place and reporting back to management on any matter requiring attention.
- d) Liaising with the Directors/Project Co-ordinator regarding all health and safety matters including training requirements and organising courses and/or placements as necessary.
- e) Liaise with the appointed person, or persons, for Health and Safety, whenever necessary and to meet at frequent intervals to discuss relevant health and safety matters.
- f) Circulating information to the Company, as and when required.



**EMPLOYEES:**

All employees regardless of their position have a duty to co-operate with the Company in matters relating to safety, health and welfare.

Particular emphasis is placed on the following:-

- a) To comply with measures put in place to ensure their health and safety at work.
- b) The wearing of any protective equipment issued.
- c) Not to misuse any item of plant.
- d) To report defects in plant or equipment.
- e) Avoid improvisation.
- f) To replace any protective barriers which may have been temporarily removed.
- g) Report all accidents to their immediate supervisor.
- h) To adhere to Company rules in their place or work.
- i) To take reasonable care for the safety of themselves and other persons who may be affected by ones acts or omissions at work.
- j) To familiarise themselves with the Health and Safety Policy and conduct their work in a manner which is compatible with its aims.
- k) To ensure the safety of any visitors they may receive on the premises.
- l) To inform their immediate Director/Supervisor/Project Co-ordinator, of any hazardous situation they may recognise or any dangerous or potentially dangerous incident they may witness.
- m) As regards any duty or requirement imposed on one's employer or any other person by or under any of the relevant statutory provisions, to co-operate with the employer, so far as is necessary to enable that duty or requirement to be performed or complied with.
- n) Whenever employees visit other sites to undertake work on behalf of the Company, they must, in general, abide by conditions on a host site.

## **SUB-CONTRACTORS**

Sub-contractors are only engaged in the knowledge of their competency and resources to carry out the intended works. This would normally be established by employing only sub-contractors who have previously worked with the Company and whose credentials are already known by previous good working relationships. Occasionally, it may be necessary to engage a new sub-contractor. In these circumstances, a questionnaire would be sent to him for him to complete and return, together with a copy of his Health and Safety Policy. The questionnaire typically ask for a copy of his Health and Safety Policy; how he proposes to undertake and monitor health and safety on site; his accident record over the previous 3 years; whether the potential sub-contractor has had any Improvement or Prohibition Notices served on him by the HSE; and general proposals for risk assessments and method statements. A decision will be made by the Directors, based on the reply.

- a) It is a condition of all sub-contractors orders that they carry out their work in accordance with the requirements contained in the Health and Safety Policy of this Company.
- b) All sub-contractors' employees are to abide by all applicable legislation, but particularly the following:
  - Health and Safety at Work etc. Act 1974
  - The Control of Substances Hazardous to Health Regulations 2002
  - The Electricity at Work Regulations 1989
  - The Control of Noise at Work Regulations 2005
  - The Provision and Use of Work Equipment Regulations 1998
  - The Lifting Operations and Lifting Equipment Regulations 1998
  - The Construction (Design and Management) Regulations 2015
  - The Management of Health and Safety at Work Regulations 1999
  - The Manual Handling Operations Regulations 1992

All areas of responsibility to be established with site supervision before the commencement of work.

- c) Where sub-contractors employ more than five persons or more, a copy of their Health and Safety Policy will be required, before commencement of the work.
- d) Risk assessment sheets with respect to hazardous substances used on site by sub-contractors, under the COSHH Regulations 2002, to be available for site supervision.
- e) Any work activity to be undertaken which requires a specific risk assessment, i.e. high risk activity such as work at height, then a copy of the specific risk assessment is required, prior to work commencing.

All plant and equipment is required to conform to the requirements of the Provision and Use of Work Equipment Regulations 1998.

**JOINT CONSULTATION/EMPLOYEE PARTICIPATION**

Under the terms of the Health and Safety (Consultation with Employees) Regulations 1996 the employer has a duty to consult with all employees, on matters affecting their health and safety, whether or not they are covered by representatives appointed by recognised trade unions. Consultation may be made either directly or through an elected representative.

Proper consultation with employees on health and safety matters can make a significant contribution to creating and maintaining an effective health and safety culture within the business, resulting in positive motivation, awareness and importance given towards health and safety among employees.

Joint consultation already takes place between the Company and its employees. The Directors and other members of management informally meet with employees, during which health and safety matters are discussed.

## **GENERAL ARRANGEMENTS**

This section defines the standards, which relate to all employees, contractors, sub-contractors and visitors whilst at work. It is the responsibility of all employees to observe these arrangements and behave in a safe and reasonable manner whilst at work.

Failure to comply may render employees liable to action involving an established disciplinary procedure, which in cases of gross misconduct may result in summary dismissal.

It should be borne in mind that a breach of health and safety legislation by an employee is a criminal offence and action taken by an Enforcing Officer against an individual may result in heavy penalties i.e. fines and imprisonment.

The Company recognises that it is not possible to prepare in written form every safety rule laid down by the Company as circumstances may vary depending upon the nature of work. However, employees are expected to act in a sensible manner and adhere to any reasonable, verbal instruction given.

## **ACCIDENT/INCIDENT REPORTING**

All injuries incurred whilst at work that require first aid or medical treatment will be reported to the immediate supervisor/member of management and the details recorded in the official accident book, which is kept in the office, Brough.

Immediate reporting by the quickest practicable means of fatalities, major injuries and dangerous occurrences (as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) will be made by the Company to the HSE by using the reporting form on line at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor).

Reporting fatal and major injuries **only** - call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Accidents and incidents are investigated, particularly those involving lost time at work, using the information on the accident report form and personal interviews with the injured and witnesses. Suitable judgements are made from the investigation and recommendations implemented where necessary.

## **ASBESTOS**

Relevant legislation is the Control of Asbestos Regulations 2012.

In compliance with Regulation 10 of the Control of Asbestos Regulations 2012, adequate information, instruction and training is given to employees to enable them to be aware of the health hazards of asbestos; how controls, protective equipment and work methods can reduce these hazards; and the correct use and maintenance of control measures.

The main legislation involving asbestos is the Control of Asbestos at Work Regulations 2012, with specific reference to Regulation 4. This essentially says that a register must be created of all areas on site and the results recorded. The purpose of this is not necessarily to remove asbestos from site but to identify where it may be and to record findings.

Therefore, before any work is undertaken on a project there must be a 'Pre-Refurbishment' survey undertaken to ensure that no one will be harmed by work in any asbestos containing materials in the premises or equipment, and to ensure that such work will be done by the right contractor in the right way. The survey must locate and identify all asbestos containing materials before any structural work begins or on stated equipment at the premises. Whoever undertakes the survey must be competent to do so, as all surveying should be undertaken by a UKAS accredited surveying practice.

There is a Duty of Care to ensure information is made available on the location and condition of the asbestos to anyone liable to work on it or disturb it. They should also be told of the potential risks to their health if they disturb it. This information will be communicated to operatives on a site to site basis e.g. at site induction.

Should asbestos be suspected in any area or activity where on-going work has caused a disturbance of the building fabric, work will immediately stop in that area and the matter should be reported immediately to the relevant manager, or his nominated deputy, assuming he/they are not aware of the circumstances at that point.

Under normal circumstances the suspected asbestos should not be touched, except to wet it, contain any airborne fibres, wherever possible and keep persons away from it. A specialist Company should be approached who will determine the next course of action which should, in the first place, to take a sample for analysis.

## **CONFINED SPACES**

Entry into Confined Spaces has long been regarded as a hazardous activity and has now become legislation in its own right, as the Confined Spaces Regulations 1997. It defines a 'confined space' as any place, including any chamber, tank, silo, pit, trench, pipe, sewer, flue, well or other similar space in which, by virtue of its enclosed nature, there is a reasonably foreseeable specified risk. A 'specified risk' means a risk of serious injury to any person at work arising from a fire or explosion, and without prejudice to this statement, the loss of consciousness of any person at work arising from an increase in body temperature; the loss of consciousness or asphyxiation of any person at work arising from gas, fumes, vapour or the lack of oxygen; the drowning of any person at work arising from an increase in the level of liquid; or the asphyxiation of any person at work arising from a free flowing solid or inability to reach a respirable environment due to entrapment by a free flowing solid. A 'free flowing solid' means any substance consisting of solid particles and which is of, or capable of being in, a flowing or running consistency, and includes flour, grain, sand or other similar material.

In practice some entry into confined spaces are envisaged on site and any work activity which might be so classed would be assessed at that point in time and a suitable safe system of work implemented, which may involve the use of a Permit to Work system

## **CONTRACTORS**

A contractor is regarded as any person or Company who enters into an agreement (verbal or written) with a host Company to carry out services.

Under Section 3 of the Health and Safety at Work etc. Act 1974, the employer has a duty to ensure the health, safety and welfare of all persons, not in his direct employment - and this includes contractors, visitors and customers. Contractors are also informed separately of conditions related to their presence on site and what is expected of them.

## **THE CDM REGULATIONS**

The Construction (Design and Management) [CDM] Regulations have been revised and, from April 2015, are known as the 2015 CDM Regulations. These replace the 2007 version and include significant changes. Just occasionally the Company may be involved with the regulations as a sub-contractor when the CDM Regulations would be addressed and compliance would be made with any reasonable request by the Principal Contractor, i.e. the production of risk assessments, method statements, etc.

### **Principal contractors:**

Contractors appointed by the client to co-ordinate the construction phase of a project where it involves more than one contractor.	Plan, manage, monitor and co-ordinate the construction phase of a project. This includes: ➤ liaising with the client and principal designer
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	<ul style="list-style-type: none"> <li>➤ preparing the construction phase plan</li> <li>➤ organising co-operation between contractors and co-ordinating their work.</li> </ul> <p>Ensure that:</p> <ul style="list-style-type: none"> <li>➤ suitable site inductions are provided</li> <li>➤ reasonable steps are taken to prevent unauthorised access</li> <li>➤ workers are consulted and engaged in securing their health and safety</li> <li>➤ welfare facilities are provided.</li> </ul>
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**Clients:**

<p>Organisations or individuals for whom a construction project is carried out.</p>	<p>Make suitable arrangements for managing a project. This includes making sure that:</p> <ul style="list-style-type: none"> <li>➤ other duty holders are appointed</li> <li>➤ sufficient time and resources are allocated.</li> </ul> <p>Clients must also make sure that:</p> <ul style="list-style-type: none"> <li>➤ relevant information is prepared and provided to other duty holders</li> <li>➤ the principal designer and principal contractor carry out their duties</li> <li>➤ welfare facilities are provided</li> </ul>
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**Domestic clients:**

<p>People who have construction work carried out on their own home, or the home of a family member, that is not done in furtherance of a business, whether for profit or not.</p>	<p>Domestic clients are in scope of CDM 2015, but their duties as a client are normally transferred to:</p> <ul style="list-style-type: none"> <li>➤ the contractor, on a single contractor project, or</li> <li>➤ the principal contractor, on a project involving more than one contractor.</li> </ul> <p>However, the domestic client can choose to have a written agreement the principal designer to carry out the client duties</p>
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**Principal designers:**

<p>Designers appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role.</p>	<p>Plan, manage, monitor and co-ordinate health and safety in the pre-construction phase of a project. This includes:</p> <ul style="list-style-type: none"> <li>➤ identifying, eliminating or controlling foreseeable risks</li> <li>➤ ensuring designers carry out their duties</li> </ul> <p>Prepare and provide relevant information to other duty holders.</p> <p>Liaise with the principal contractor to help in the planning, management, monitoring and co-ordination of the construction phase.</p>
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**Designers:**

<p>Contractors appointed by the client to co-ordinate the construction phase of a project where it involves more than one contractor.</p>	<p>When preparing or modifying designs, eliminate, reduce or control foreseeable risks that may arise during:</p> <ul style="list-style-type: none"> <li>➤ construction</li> <li>➤ the maintenance and use of a building once it is built.</li> </ul> <p>Provide information to other members of the project team to help them fulfil their duties.</p>
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**Contractors:**

<p>Those who do the actual construction work. They can be either an individual or a company.</p>	<p>Plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety.</p> <p>For projects involving more than one contractor, co-ordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor.</p> <p>For single-contractor projects, prepare a construction phase plan.</p>
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**Workers:**

<p>The people who work for or under the control of contractors on a construction site.</p>	<p>They must:</p> <ul style="list-style-type: none"> <li>➤ be consulted about matters which affect their health, safety and welfare</li> <li>➤ take care of their own health and safety and that of others who may be affected by their actions</li> <li>➤ report anything they see which is likely to endanger either their own or others' health and safety</li> <li>➤ co-operate with their employer, fellow workers, contractors and other duty holders.</li> </ul>
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**ELECTRICAL EQUIPMENT**

Relevant legislation covering electricity on site is contained in the Electricity at Work Regulations 1989.

Portable electrical appliances and extension leads and any which may be hired in when required, are subject to an annual inspection and test by a competent person to ensure they are still safe to use. Ideally, all portable electrical appliances should be supplied at 110 volt, via a 230/110 volt, centre-tapped earth transformer. Where a portable electrical appliance is at 230 volts, it should be used in conjunction with a residual current device (RCD) which is capable of cutting off the supply to the appliance at an earth fault level of 30mA. The Company normally use battery driven hand tools.

Any cable, plug or connection which appears to be faulty will be reported to the immediate Supervisor, at the earliest opportunity for repair/replacement.

**FIRE PRECAUTIONS**

Since the offices at Brough may be considered to be a domestic dwelling and not a traditional place of work the Regulatory Reform (Fire Safety) Order 2005, do not apply.

For persons working away on other premises the relevant local fire procedures should be followed and these should be included in all induction training and pre-site working meetings. It is important that all personnel are suitably trained in fire safety, which includes the use of fire extinguishers, keeping fire exits clear at all times, responding to fire alarms, etc.

### **FIRST AID**

The Company acknowledges its duty to provide for first aid cover with respect to the requirements of the Health and Safety (First Aid) Regulations 1981.

The requirements at a particular site will vary according to the nature of the work activity and its associated risks, and whether the employees work alone or in small or large groups. For the work activity envisaged first aid equipment should be made available, the equipment being suitable for the numbers involved and the potential hazards to which the employees may be exposed. Where employees of more than one employer are working together an agreement should be reached to pool resources and ensure first aid equipment is available, supplied by one employer.

First aid boxes are located in Company vehicles.

### **HAZARDOUS SUBSTANCES**

The predominant legislation is the Control of Substances Hazardous to Health (COSHH) Regulations 2002, as amended, whereby an inventory of all substances/chemicals is made; Health and Safety Data sheets obtained; assessments undertaken; and any necessary control measures implemented.

As a consequence of the COSHH Regulations, the Company has addressed the main issues, regarding all substances, and a number of options for the control of exposure to hazardous substances have been considered and implemented where necessary. These include substitution by safer alternative substances, isolation of employees from areas where dangerous substances may be in use, training and simple management methods such as good housekeeping. Employees are required to follow the above instructions and report any incidents or situations which might give rise to an unnecessary risk.

Predominant risks to health through activities undertaken by the Company include:

- Contact with skin
- Contact with eyes
- Accidental ingestion

Should an employee be exposed to the effects of a hazardous substance, the responsible person on site for hazardous substances, or the supervisor directly involved, will eliminate the risk at source, as far as is reasonably practicable, and ensure the employee receives appropriate medical attention, if necessary.

No hazardous substances must be taken onto site, which could put either personnel or the environment in potential danger.

Hazardous substances on site should be controlled by:

- Continually monitoring the way substances are used, which employees use them and for how long.

- Assessing whether there is a health risk from exposure to the substances, already assessed as hazardous.
- Checking on storage and handling arrangements.
- Taking precautionary measures in case of an accident (i.e. a spillage).
- Continually ensuring that the least hazardous substance is used.
- Minimising the risk of inhalation by ensuring the workplace is well ventilated and/or extraction units are switched on.
- Ensuring that contact with the skin and eyes is kept to a minimum by improving handling methods. **PPE is only a last resort.**
- Ensuring that any precautionary measures are in day-to-day use and are in a good state of repair.

Employees, generally, should be in possession of the following information:

The nature and extent of the risk to health.

The control measures used and their proper use.

The results of monitoring.

The reason for PPE and how and when to use it.

The procedures to be followed in an emergency.

The importance of using the washing facilities provided.

### **HAZARD AND RISK ASSESSMENT**

The identification of hazards and the assessment of risks is a key part of the Company's policy for safety. Risk assessments are carried out on an on-going basis by either, the Directors, the appointed Supervisor or the Health and Safety Advisor and, to be effective, it is essential that all our employees co-operate wherever they can in the risk assessment process.

The purpose of risk assessment is to identify if the Company is managing health and safety properly and effectively and to prompt improvements. Such assessments will cover all tasks, procedures, workstations, and plant and equipment. The procedure is not an assessment of people. Staff are requested to assist assessors as necessary even to the extent of explaining how the work they are involved in is carried out, even if they think this is not the way it is supposed to be done.

Staff are requested that if at any time they consider that there is a serious hazard existent, or likely to occur, in the workplace, or if there are problems with the Company's safety measures, or where improvements can be suggested, they must inform the Directors, at the earliest possible opportunity.

Risk assessment records will be maintained by the Directors/Project Co-ordinator in a form that allows all personnel to have access to the information relevant to them.

All general risk assessments will be reviewed at intervals not exceeding two years. A more frequent review period will be set for tasks/areas identified as involving significant risk.

### **HEALTH SURVEILLANCE**

The Management of Health and Safety at Work Regulations 1999 require that employees receive health surveillance as necessary having regard to identified risk to health. The requirement for health surveillance must be evaluated on all risk assessments.

The aim of occupational health surveillance is to detect problems early and prevent further harm. It also serves to confirm safety measures and methods of working are operating effectively.

The Management must consider whether there are any hazards present which may give rise to foreseeable risks to health. Persons at risk must be identified and notified to the Directors so that necessary surveillance can be initiated.

Employees should be encouraged to report any adverse condition which they feel may be caused or made worse by their work, to the Directors.

### **HOUSEKEEPING**

The cleanliness and tidiness of premises is the responsibility of each and every employee. Accumulation of excess rubbish should not be allowed since adequate waste bins/skips are available which should be frequently emptied for disposal from site.

### **LADDERS /ACCESS EQUIPMENT**

The predominant legislation is the Work at Height Regulations 2005, which applies to all work at height where there is a risk of a fall liable to cause personal injury. The Regulations set out a hierarchy for managing and selecting equipment for work at height where duty holders must:

- ◆ Avoid work at height where they can.
- ◆ Use work equipment or other measures to prevent falls where they cannot avoid working at height.
- ◆ Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences if a fall should occur.

When working at a height a safe system of work must be put into operation to safeguard third parties, who may enter beneath the working area, as well as to ensure the safety of employees.

The general recommendations for the use of ladders are:

- a) Place ladders at a safe angle, one metre out for every four metres high.
- b) Support or tie so they cannot slip.
- c) Place feet of ladder on a secure and level base.
- d) Rest the top of the ladder against a solid surface - not against guttering, or other narrow or plastic features.
- e) Have at least three rungs extending beyond a roof's edge if access is required onto a roof.

- f) Ensure longer extension ladders (over 18 rungs) have an overlap of at least three rungs. Shorter ones (up to 18 rungs) need a minimum overlap of two.
- g) Ladders should be inspected on a regular basis for wear and tear and possible defects. A register should be kept of all ladders.
- h) Aluminium ladders should never be used near electrical equipment or supply.
- i) Ladders must not be painted or otherwise treated in such a way as to conceal defects.

Where access platforms and portable rigs are used these are the main considerations:

- i) Ensure wheels are locked correctly when rig is in use.
- ii) Ensure the working platform size is within the base dimension.
- iii) Outriggers are correctly located and locked in position with the wheels locked.
- iv) Care should be taken when moving the rig. All persons, equipment and materials must be removed from the platform and the rig moved by pushing or pulling at the base level.
- v) The height of the working platform must not exceed three times the smaller base dimension.
- vi) No rig should have a base dimension less than 4ft.
- vii) Working platforms must be provided with handrail and toe boards, and kept clear of materials whenever possible.

Scissor lifts and 'cherry-pickers' may also be hired in for use from time to time. These will only be used by trained and competent employees.

All traditional scaffolding and zip up scaffolds will only be erected by trained and competent employees.

Generally, roofwork will only be carried out by qualified personnel and, as such, will follow the general recommendations contained in the HSE publication HSG33, 'Health and Safety in Roof Work'.

### **LEGISLATION**

The Company takes account of all existing legislation and Codes of Practice and implements its requirements into its general arrangements for health and safety, where appropriate. All new legislation introduced is considered, related to the activities of the Company, and implemented at the earliest opportunity, where necessary, and this Policy reviewed to take account of any changes introduced.

### **LONE WORKING**

Lone working is undertaken whereby only one person works on a particular job. Under these circumstances a safe system of work must be adhered to whereby the person working alone carries a mobile phone; he, or she, knows who to contact in the event of an emergency; and a third party is aware at all times of where the person working alone is at any given time. The lone person must also make contact at prearranged times with a third person to enable progress and well being to be established.

### **MECHANICAL/MANUAL HANDLING**

Wherever possible all lifting should be done using mechanical means rather than manual handling. In such cases the predominant legislation, to which we comply, is the Lifting Operations and Lifting Equipment Regulations 1998, which basically covers the planning, supervision and execution of lifting operations to ensure safety; the safe use of lifting equipment; and the periodic thorough examination of lifting equipment by a competent person.

Where the use of mechanical handling equipment is not practical, manual handling procedures are followed at all times, relative to the Manual Handling Operations Regulations 1992. Written assessments will be made wherever necessary by a competent person, who would normally be either a member of management or possibly the Health and Safety Advisor. Techniques in manual handling will be monitored and updated as necessary, to alleviate the problem of injury to personnel.

### **NOISE**

The Control of Noise at Work Regulations 2005 places duties upon both the employer and employees with respect to noise in the work place. Employers are obliged to organise a formal noise assessment in the workplace and to make this information available to employees to ensure they are aware of the dangers of noise induced deafness. Under the Regulations a noise level of 80dBA and over constitutes a First Action level at which employees should be advised to wear ear protection. At 85dBA and above, the Second Action level, employees must wear ear protection. Appropriate signs must be displayed for each of these demarcated areas. Whenever necessary a noise assessment will be undertaken by a competent person and any ear protection so deemed necessary will be issued and worn by employees. If necessary, an audiology programme should be instituted to monitor the hearing levels of employees.

The Company will institute and arrange audiology tests for employees who are either at risk from industrial deafness or request such a test. These would be undertaken by an independent body, by a doctor appointed by the Company or by individual GP surgeries.

## **OFFICE SAFETY**

- a) With respect to Regulation 3 of the Health and Safety (Display Screen Equipment) Regulations 1992, the Company recognises the fact that to conform, users of DSE should be identified; those so designated be entitled to eye and eye-sight tests, if requested; that both users and workstations be assessed; and identified users receive adequate training, relative to their duties. Normally, the Health and Safety Advisor would undertake these assessments which would be recorded and kept under review at all times.

## **PERSONAL PROTECTIVE CLOTHING/EQUIPMENT**

Adequate supplies of protective clothing and equipment are available where and when necessary and employees should ensure that they are using the correct protection for the relevant job. The relevant legislation is the Personal Protective Equipment at Work Regulations 1992 which definitively asks for an assessment to be made in respect of the availability of PPE and its suitability. Individual PPE may include:

### **Footwear:**

Approved safety footwear should be worn at all times.

### **Eye protection:**

Safety goggles or spectacles should be worn whenever necessary.

### **Ear protection:**

See comments under "Noise" section.

### **Hand protection:**

Appropriate gloves should be worn whenever necessary.

### **Dust masks:**

Again, this will be job dependent but should there be a need to wear one then it would be provided.

### **General:**

References may be made to the following legislation, where necessary:

- i) Personal Protective Equipment at Work Regulations 1992
- ii) Control of Noise at Work Regulations 2005

## **PLANT AND MACHINERY**

Relevant legislation is the Provision and Use of Work Equipment Regulations 1998. These regulations require that equipment provided for use at work is suitable for the intended use; safe for use, maintained in a safe condition and, in certain circumstances, inspected to ensure this remains the case; and used only by people who are deemed to be competent, through adequate information, training and instruction.

The regulations apply to any equipment which is used by an employee at work. As far as is reasonably practicable, the Company adhere to its requirements.

All items of plant will be inspected and fully serviced or overhauled regularly by a qualified person and any defects brought to the attention of the management.

All site supervision will ensure that all persons who are likely to use work equipment have received adequate training for that particular equipment.

Of particular importance is the need to monitor hand-arm vibration since this can cause damage to the blood circulatory system (i.e. vibration white finger), sensory nerves, muscles, bones and joints. A risk assessment has taken place regarding this but health surveillance may need to be considered where risks cannot be completely eliminated.

Guards are placed for the protection of the employee and will be best regarded as being there, not just for making the place safe but as a warning that the place is dangerous and that one should keep clear. Guards should not be removed except with proper authorisation. Prior to any work commencing on a machine, isolation of power supplies must have been effected by a competent person. When any maintenance or cleaning work is completed, guards must be replaced securely before plant is restarted. Any defects in machinery guards must be reported immediately.

### **SAFETY SURVEYS/INSPECTIONS**

Regular safety surveys/inspections are undertaken at the works/office and site, to ensure arrangements, already set out in this Policy, are effectively being complied with and to highlight any areas where improvement might be necessary. This procedure is on-going and undertaken on a regular basis.

### **SAFE SYSTEMS OF WORK**

Wherever necessary written safe systems of work and method statements are used to instruct personnel on procedures. Tasks unique to this profession, as well as routine tasks, require specific instructions to implement, and, since there is no direct supervision when site working, written safe systems of work have become an essential part of communications.

Safe systems of work and method statements are issued where required and are monitored on a continual basis to ensure they are still valid, and, where revision is necessary, this will normally be carried out by the Directors/Project Co-ordinator or the Health and Safety Advisor.



## **SEGREGATION OF WORKING AREAS**

The Company has a duty to ensure the safety of any third party. It is essential, therefore, that segregation of the working area is effective.

The degree of segregation on any particular contract will be agreed before commencement and must be strictly adhered to.

In all cases adequate warning signs and barriers will be erected to inform third parties of the potential risk within the cordoned off section. Visual inspections of all barriers, sheeting seals, etc., will be made prior to the commencement of each working period or after alteration. Any defects will be rectified before work re-commences.

## **TRAINING**

Training is vital and essential to a successful business, as well as being a legal requirement, placed on the employer to train, instruct and inform. It is our intent to methodically and systematically assess on an on-going basis, our training needs and to improve performance by appropriate methods. Training includes instruction to enable employees to identify hazards, to introduce systems for controlling these identifiable hazards and the recognition of safe working practices.

Our specific aims are:

- To provide induction training for all new employees or existing employees, where applicable. This would include:
  - Fire Procedures applicable to the premises.
  - Location of first aid boxes and names and location of authorised first aiders.
  - Instructions regarding any prohibited areas and no smoking areas.
  - Instructions regarding the use of Personal Protective Equipment, including details on when and where to use it.
  - Instruction relating to their specific place of work.
- To ensure employees are fully trained in the use of any equipment they may use and for them to receive adequate safety training specific to the job to enable him/her to perform that job without risk, regarding health and safety.
- To ensure that any new equipment to be introduced is assessed for training requirements before use.
- To see that regular refresher training is provided.
- Adequate training is provided for management, at all levels.

**TRANSPORT**

When driving on the public highway, employees will comply with the legal requirements of the Road Traffic Acts in the manner of their driving and exercise reasonable care in the handling of their vehicles. All Company vehicles should be regularly serviced and maintained this is the responsibility of the driver of the vehicle, in addition to which drivers are obliged to regularly check oil, water and tyre pressures. Any faults noted with respect to vehicles must be reported to their immediate the Directors/Project Co-ordinator at the very earliest opportunity.

**WORK EQUIPMENT**

All work equipment is inspected before use and monitored by the employee. Any maintenance or repair work necessary will be undertaken at the earliest opportunity. All employees and sub-contractors working for the Company will be trained in the safe handling and use of respective work equipment used at work, either by the particular supervisor or a specialist brought in, i.e. equipment brought in from a hire Company.

**WORKMANSHIP STANDARDS**

It is a legal requirement, under the Health and Safety at Work etc. Act 1974, that all work undertaken has to be carried out in a competent and workmanlike manner to ensure the safety and health of all concerned.

**WORKPLACE (HEALTH, SAFETY AND WELFARE)**

Several regulations have been introduced over the past few years, which relate to ensuring the health, safety and welfare of all employees and those of persons not directly in the employment of the employer, i.e. visitors, contractors and members of the public. The Workplace (Health, Safety and Welfare) Regulations 1992, and the Provision and Use of Work Equipment Regulations 1998, all relate to health, safety and welfare provisions for employees, contractors and visitors. Arrangements such as safe places of work; falls; fragile material; falling objects; stability of structures; demolition work; excavations; traffic routes; vehicles; the prevention of risk from fires; ladders; control stations; isolation procedures; emergency routes and exits; emergency procedures; welfare facilities; temperature and weather protection; lighting; and plant and equipment are just some of the areas and activities which need to be examined and assessed.

**YOUNG PERSONS**

A young person is defined as any person who has not attained the age of eighteen years.

In compliance with legislation, particularly the Management of Health and Safety at Work Regulations 1999 and the HSE publication, 'Young people at work' [HS(G)165], employers of young persons are obliged to give relevant information to the parents of a child they intend to employ, i.e. the risks to their health and safety, identified by a work assessment; the intended preventative measures; and the risks involved need to be identified. Furthermore, an employer should not employ a young person unless he has made or reviewed an assessment, relative to the risks to the health and safety of young persons. Account should be made of the inexperience, lack of awareness of risks and the immaturity of young persons.

Appropriate compliance would be made with legislation when employing young persons.

## **HEALTH AND SAFETY SERVICES**

Communication with the Health and Safety Executive will be undertaken to discuss elements of our business. Their advice and guidance is to be followed in every case. In addition, advice will be sought from a safety consultant, as required. Prominent sources of information are:

- Health and Safety Executive  
Foundry House  
3 Millsands  
Riverside Exchange  
Sheffield  
S3 8NH  
Telephone: 0845 345 0055  
Fax: 0114 291 2379
  
- Employment Medical Advisory Service (EMAS):  
Foundry House  
3 Millsands  
Riverside Exchange  
Sheffield  
S3 8NH  
Telephone: 0114 291 2300
  
- Northern Safety Management Limited:  
15 Orchard Road  
Anlaby Park Road  
Hull  
HU4 6XS  
Telephone: 01482 569844/07904 496946  
Email: [iansafe@robbo3.karoo.co.uk](mailto:iansafe@robbo3.karoo.co.uk)  
Website: [www.norhernsafetymanagement.co.uk](http://www.norhernsafetymanagement.co.uk)

## **GROSS MISCONDUCT**

### **RULES COVERING GROSS MISCONDUCT**

An employee may be liable to summary dismissal if he/she is found to have acted in any of the following ways, with respect to health and safety:

1. A serious or wilful breach of the Safety Rules.
2. Unauthorised removal or interference with any guard or protective device.
3. Unauthorised operation of any item of machinery, plant or equipment.
4. Unauthorised removal of any item of first aid equipment.
5. Wilful damage or misuse of or interference with any item provided in the interests of health and safety or welfare at work.
6. Unauthorised removal or defacing of any label, sign or warning device.
7. Misuse of chemicals, flammable or hazardous substances or toxic materials.
8. Smoking in any designated 'No Smoking' area.
9. Smoking whilst handling flammable substances.
10. Horseplay or practical jokes which could cause accidents.
11. Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence.
12. Misuse of compressed air, pneumatic, hydraulic or electrical equipment.
13. Dangerously overloading any item of lifting equipment.
14. Overloading or misuse of any vehicles.
15. Being incapable of work whilst under the influence of drink or drugs.
16. Refusal to obey any reasonable instruction.

The above list is by way of an example and is not intended to be an exhaustive list.

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 Issue 2: March 2012  
 Issue 3: March 2013  
 Issue 4: April 2014  
 Issue 5: May 2015  
 Issue 6: May 2016  
 Issue 7: May 2017  
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